NW A/331

See Distribution 13 September 2016

VACANCY NOTICE – PROFESSIONAL SUPPORT STAFF

CADET ADMINISTRATIVE ASSISTANT (CAA) – GREATER MANCHESTER ARMY

CADET FORCE

1. A vacancy with a start date of mid December 2016 will arise for a full-time

Professional Support Staff as a Cadet Administrative Assistant (CAA) at Greater

Manchester Army Cadet Force, County HQ and Cadet Training Centre,

Spenleach Lane, Hawkshaw, Bury Manchester, BL8 4JJ.

1. Applicants should preferably have served as a Warrant Officer or Senior

Non Commissioned Officer in the Armed Forces and will have had significant

administrative experience whilst serving.

3. The appointment calls for:

a. Experience in G1 and G4 duties and procedures.

b. The ability to identify and report building faults.

c. The ability to work in a small team and have team skills.

d. Excellent planning and organisation skills.

e. The ability to be resourceful, flexible and have the resolve to see

things through.

f. A current clean driving licence (preferably LGV and Minibus).

g. Competency in all aspects of IT system administration with the ability

 to diagnose and rectify minor faults. Experience of Microsoft

 applications and of working with on line personal training databases.

h. Experience as an MTO and management of MT is highly desirable.

1. The contract for this position is on an All Hours Worked (AHW) basis working an

average of 42 hours per week over a 17 week period (this includes additional hours

to be worked in the evenings and at weekends on a routine basis as directed by

your line manager). Due to the requirement of the contract, evening work is an essential part of this role, therefore the successful applicant is required to live within reasonable commuting distance (no more than one hour under rush hour traffic conditions) of Greater Manchester ACF.

1. The salary on offer is £22,532 which includes an enhancement to offset the AHW contract. The Association offers a non–contributory pension scheme and will enhance the salary by 6% to offset the superannuation contribution deduction of 5%. The successful candidate will be entitled to 25 days annual leave allowance which increases to 30 days with 5 years previous service with either the Armed Forces or another Government Department.
2. It should be noted that the successful candidate is currently required to become a

member of Greater Manchester Army Cadet Force and will be remunerated for training and expenses. However, it is possible that this requirement will be removed by April 2017.

1. Due to the location of Greater Manchester ACF, it is advisable to visit the HQ prior to applying for the postion. Should you wish to do so, please contact Major T Cornmell on 01204 512602.
2. The successful candidate will be required to have a standard level Disclosure and Barring Service check and undergo basic security checks.

9. If you wish to apply for this position, please send a copy of your current CV and a covering letter explaining why you wish to apply and why you should be selected for this post to:

Human Resources Manager (CAA)

NW RFCA

Alexandra Court

28 Alexandra Drive

Liverpool

L17 8YE

Telephone: 0151 728 2048

Email: nw-hr@rfca.mod.uk

10. The closing date for applications is 1300 hours on Friday 14 October 2016. Interviews will be held in Greater Manchester ACF County HQ and Cadet Training Centre at the beginning of November 2016.

Pamela Peers

HR Manager

For Chief Executive

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